



## Kalamazoo Loaves & Fishes Open Position

**Title:** Marketing and Communications Coordinator – Full Time

**Reports To:** Resource Development Director (RD Director)

**Summary Description:** Responsible for the day-to-day coordination of the organization's communications and marketing initiatives.

### Major Duties:

1. Works with RD Director to develop and implement annual marketing plan.
2. Designs and coordinates production and delivery of the organization's regular communications including newsletter, press releases, brochures, annual report and fliers.
3. Maintains website content and social media communications (including Facebook and Twitter) with timely and relevant content.
4. Coordinates outreach and public relations events such as information booths and media events.
5. Assists RD Director with annual fundraising initiatives including events and direct mailings.
6. Supports RD Director and Executive Director by maintaining up-to-date talking points and presentations. Schedule and assist with speaking engagements.
7. Ensures consistent messaging and branding throughout the organization and with partners.
8. Provides marketing and communications support for all other KLF departments
9. Utilizes donor database (e-Tapestry) for correspondence and e-blasts.
10. Works as a part of the Resource Development Team to promote achievement of the strategic plan.

### Job Qualifications:

- Minimum of Bachelor's degree with significant relevant work experience.
- Proficiency with Adobe products (InDesign and Photoshop), Microsoft Office (Excel, Publisher, Word and PowerPoint), and Word Press.
- Knowledge and experience in marketing or similar field.
- Strong oral and written communication skills.
- Ability to accurately understand and follow written and oral instructions.
- Ability to operate office equipment (copier/fax/scanner) and camera for publicity.
- Ability to work independently and as part of a team.
- Ability to work with a diverse volunteer and client population.

**Send resume/cv to Kathy by January 16, 2015**

Send by email: [kathy@kzoolf.org](mailto:kathy@kzoolf.org) or

Mail: Kalamazoo Loaves & Fishes, c/o Kathy, 901 Portage Street, Kalamazoo, MI 49001

***Kalamazoo Loaves & Fishes is an Equal Opportunity Employer***

***No person is excluded from agency services, employment or volunteer participation because of ethnicity, race, national origin, age, gender identity, sexual orientation, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or for any other discriminatory reason.***